



The Virgin Islands Housing Finance Authority is seeking qualified applicants
for the following CDBG-DR Grant Funded position

DIRECTOR OF POLICY, PROCEDURES & REGULATORY SERVICES

The Community Development Block Grant - Disaster Recovery (CDBG-DR) Director of Policy, Procedures and Regulatory Services oversees the administration, implementation, and management of the CDBG-DR Program, with respect to the CDBG-DR funds received in the aftermath of Hurricanes Irma and Maria. Responsibilities may also include serving as an expert on operational, policy and regulatory issues, developing written materials, managing operations staff, supervising the training and technical assistance to staff and subrecipients, and working directly with agencies and senior staff. Coordinates administrative or program activities and will be responsible for organizational and program policy review and development, identifying/recommending organizational improvements, conducting studies to assess impact of organizational changes, administration of programs to improve efficiency, and conducting special projects of interest to operation initiatives. This is a Senior Level Territorial position.

ESSENTIAL FUNCTIONS:

- ⇒ Provide overall leadership of the Irma/Maria DR Regulatory Services Team and directs CDBG-DR Policy and Procedures staff and subject matter experts to develop and implement relevant policies and procedures to support housing, community development and, disaster recovery efforts across the islands in compliance with all applicable federal and local regulations.
- ⇒ Directs the technical and administrative activities and programs for a major operating Division.
- ⇒ Supervise the provision of training and technical assistance to Policy and Procedures staff, grantees/sub-recipients to ensure timely execution of program activities within CDBG DR compliance and policies.
- ⇒ Support Executive Director, CDRO and work collaboratively with CDBG-DR Director of Programs, and VIHFA departments to monitor CDBG-DR programs.
- ⇒ Serve as a liaison between the USVI CDBG-DR Policy and Procedures Team and the Department of Housing and Urban Development (HUD).
- ⇒ Coordinates work involved in development, review, and implementation of internal policies, operations, and work procedures which impact various units.
- ⇒ Prepares operational reports, memorandums, policy recommendations, correspondence, and other documentation.
- ⇒ Work with CDRO and the Director of Programs to develop policies and procedures to improve the efficiency of program administration.
- ⇒ Review reports submitted by Policy and Procedures staff and incorporated into reports as required from the CDRO and/or Executive Director.
- ⇒ Assist with compilation of information and development of reports required for HUD reporting and other required reporting.
- ⇒ Respond to monitor and audit findings and concerns
- ⇒ Performs other related duties and responsibilities as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Business Administration, Urban Planning, Public Administration, or a related field, or a Bachelor's Degree plus commensurate experience in those fields; or Master's Degree from an accredited college or university in Business Administration, Urban Planning, Public Administration, or a related field desirable.
- ⇒ **Experience:** 5 years of in-depth experience working with CDBG/CDBG-DR or related federal disaster recovery programs/grant administration in the field of affordable housing, economic development and/or community development; Experience with implementation of housing and community development programs at the federal and local levels; Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** A working knowledge of regulations governing the CDBG-DR Program; Previous grant administration experience; Previous managerial and supervisory experience; Demonstrated leadership including the ability to motivate staff; Demonstrated ability to multi-task, work collaboratively in a team-oriented environment, and problem solve; Computer literate, including Microsoft Word, Excel, PowerPoint, and Outlook; Excellent verbal, interpersonal, and written communication skills; Ability to work in a fast-paced environment; Strong analytical, problem-solving, and decision-making capabilities.

SALARY: \$90,000 - \$105,000 per annum depending upon qualifications. CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Safer-at-Home period, application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Friday, March 4, 2022; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer